



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/Water Treatment  
**BRP WS 34 Chemical Addition Retrofit for systems that serve less than or equal to 3,300 people**  
**Instructions and Supporting Materials**

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**Introduction**

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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**1. What is the purpose of this permit?**

This permit serves to protect the public's health and welfare by ensuring that minimum drinking water requirements are met in the chemical addition retrofit of water systems. It consists of an approval for chemical addition retrofit of water systems, that serve 3,300 people or less. Legislative authority is stated in MGL Chapter 111, section 160A. Regulatory authority is stated in 310 CMR 22.04 of the Drinking Water Regulations.

**2. Who must apply?**

Public water suppliers or their representatives who want approval for the chemical addition retrofit of their water system.

**3. What other requirements should be considered when applying for this permit?**

If the water supplier or their representatives apply for this permit it may also be necessary for them to apply for other MassDEP water treatment permits, e.g. BRP WS 23 or BRP WS 24.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

**4. What is the application fee?**

The application fee is \$350.

**5. What is the Primary Permit Location? What is the Reserve Copy Location?**

*Primary Permit Location:*  
**Department of Environmental Protection**  
\_\_\_\_\_  
**\*Regional Office**

*Reserve Copy Location:*  
**None Required.**

**Water Supply**

\*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

**6. Where can I get a copy of the timelines?**

The timelines are available on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

**7. What is the annual compliance fee?**

There is no annual compliance assurance fee for this permit.

**8. How long is this permit in effect?**

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Department determines that the product or operations continue to protect the public health and welfare.



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**9. How can I avoid the most common mistakes made in applying for this permit?**

- a. Fill in all information on the MassDEP Application Form BRP WS Application.
- b. Attach all information requested on the Application Completeness Checklist.
- c. Send application and one copy of the MassDEP Transmittal Form to MassDEP Regional Office, Water Supply.
- d. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

**10. What are the regulations that apply to this permit? Where can I get copies?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State Bookstore**  
**436 Dwight Street, Room 102**  
**Springfield, MA 01103-1317**  
**413-784-1376**



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**Application Completeness Checklist**

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- ☐ The Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- ☐ Form BRP WS Application is completed.

The following should also be included:

- ☐ A cover letter explaining the request.
- ☐ Documentation to support the request.
- ☐ A MassDEP application for chemical addition retrofit.
- ☐ A Massachusetts Professional Engineer's Certification and dated stamp.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one copy of the application along with one page from the MassDEP Transmittal Form to:  
  
Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Water Supply  
\*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- ☐ Send fee of \$350 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211